

**DUTY STATEMENT**  
**DEPARTMENT OF STATE HOSPITALS - ATASCADERO**  
**RECOVERY & MALL SERVICES (RMS)**

<b>JOB CLASSIFICATION: VOCATIONAL INSTRUCTOR</b> (Landscape Gardening – Safety)
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Assist patients residing in a State hospital by training them in a trade, or the vocational skills necessary to gain employment and by assisting these individual in developing socially acceptable attitude and interests. The instructor gives both individual and group instruction and participates as member of an interdisciplinary treatment team. The instructor supervises the conduct of patients while in the classroom or shop and may be called upon to assume general custody responsibility in time of emergency. The instructor has an important role in the total rehabilitation process as well as in teaching the skills, which will train the individual for opportunities in a specialty field.

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| 40 % | <b>Program Organizational and Development:</b> Facilitate the coordination and development of the Vocational Landscape Gardening Program and development of support spaces. Implement special projects that integrate vocational horticulture education with other RMS Program services. Formalize patient safety training plans and all security proceedings through standardized safe and effective guidelines for development and maintenance of outdoor spaces hospital wide.  |
| 40 % | <b>Therapeutic Direct Service Delivery:</b> Design, develop and implement skill building activities that integrate therapeutic vocational horticulture education with indoor and outdoor horticultural therapy activities for patients throughout the facility.  |
| 10 % | <b>Vocational Services and Dispositional Readiness:</b> Collaborate with other RMS staff to continue to develop positive linkages with the Conditional Release Program (CONREP), Parole Services Division, Department of Corrections & Rehabilitation, Department of Rehabilitation, private non-profit mental health service providers, in order to develop transition plans for supported employment and successful community integration. Network and collaborate with universities, colleges, other institutions and associates to develop or improve services to our patients in the area of vocational horticulture education. Develop positive linkages with the community that helps break the stigma of mental illness. |

10 %                      Participate in **professional developmental activities of the Rehabilitation Therapy Service**. Maintain vocational materials, student attendance and participation information; and maintain records in work area to pass EDIT and Licensing.

**2. SUPERVISION RECEIVED**

Reports to and is administratively supervised by the Assistant Chief of Education, RMS

**3. SUPERVISION EXERCISED**

None

**4. KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

The methods, materials, tool, machines, equipment, and safety principles involved in teaching a particular vocational specialty. In addition, candidates must be willing to learn the principles, methods, practices, current developments, and trends in vocational education.

**ABILITY TO:**

Perform the duties of a journey person in the field of their specialty. Instructors must also have the ability to provide leadership and motivation to forensic clients, patients, or inmates of State developmental centers, hospitals, or correctional facilities contracting with the Department of Mental Health for diagnostic and treatment services; teach and supervise these individuals; work effectively with other disciplines; read and use drawings and sketches; estimate and order supplies; analyze situations accurately and take effective action; maintain fair and firm discipline; and keep records and prepare reports.

**5. REQUIRED COMPETENCIES**

**INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

**SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

**AGE SPECIFIC**

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric            ☐ Adolescent            ☒ Adult            ☒ Geriatric

**THERAPEUTIC STRATEGIES AND INTERVENTIONS (TSI)**

Applies and demonstrates knowledge of correct methods in the prevention and management of aggressive behavior.

**CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

**SITE SPECIFIC COMPETENCIES**

Horticulture – knowledge of vocational gardening and integrates with patient treatment. “The employee demonstrates professional interaction with patients and maintains therapeutic boundaries; RMS Policies and Procedures; RMS Area Specific Safety and Emergency Preparedness Plans; Suicide Prevention Policy.

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

Knowledgeable of the proper and safe use of landscaping tools, supplies and equipment.

**6. LICENSE OR CERTIFICATION**

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess a valid California teaching credential, which authorizes the holder to teach, on a full-time basis, a vocational course in the appropriate subject specialty or Industrial Arts sub-specialty.

**7. TRAINING - Training Category = 02**

The employee is required to keep current with the completion of all required training.

**8. WORKING CONDITIONS**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

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Employee's Signature

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Print Name

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Date

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Supervisor's Signature

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Print Name

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Date

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Reviewing Officer's Signature

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Print Name

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Date